Advancement to Candidacy (ATC) Form

Instructions for Completing ATC Form
Form Begins on Page 2 (FORM MUST BE TYPED)

After completion of 18 units and prior to the semester of enrolling in your Culminating Experience course you must submit your ATC form.

The ATC form acts as a contract between you, your department, and the university. It lists the specific requirements you must complete before your degree can be awarded. The ATC is a permanent record of your completed and planned course work as well as other requirements necessary for you to complete your degree. Once the ATC is approved, you are advanced to candidacy and classified standing. The ATC form must be approved by Graduate Studies before enrolling in and beginning research for the culminating experience course.

You May Now Submit the Advancement to Candidacy Online!

We are excited to announce that ATC forms may now be submitted through a secure online portal!

Fill out your form through completion (typed forms only) and route the form to your advisor and Graduate Coordinator for approval following the steps listed below.

Submitting Documents through the DocuSign Portal

NOTE: Once you start the routing process for the ATC submission, make sure to complete the form **in one session**.

To start the process click the <u>link</u> to **"**<u>Online ATC Submission</u>**"**, then follow these steps:

1. Enter your name and email address

2. Enter the name and email address of your **Graduate Program Advisor**

3. Enter the name and email address of your **Department Chair/Graduate Program Coordinator** (Find your Graduate Program Coordinator at: https://grad.sfsu.edu/content/graduate-coordinators)

4. Enter the name and email address of your **Graduate Program Specialist** (Find your Graduate Program Specialist at: https://grad.sfsu.edu/content/graduate-program-specialists)

NOTE: Faculty/staff will be notified upon submission of this form that you are requesting their signature on your ATC form. It is important that you submit accurate information for prompt review/approval.

5. You will need to attach the Advancement to Candidacy Form in the next step. Click the paperclip icon to begin uploading 📎

6. Click "**Begin Upload**"

7. Browse to select the document that you wish to upload.

   a. If you need to upload multiple files you can click "**Upload File**" again to select more

8. Once all documents are attached you can scroll down to review what will be uploaded

9. If you are satisfied that everything needed has been attached click "**FINISH**" at the top of the page

Then you're all done! You will be given an option to download or print a copy of everything that was submitted. Otherwise just click "**Close**" and you can exit out of the tab.

San Francisco State University (Updated August 2021)   **Graduate Studies ADM-250   (415) 338-2234**

FORM MUST BE TYPED   # ADVANCEMENT TO CANDIDACY

Master of __Science__	Major __Computer Science__
Concentration or Emphasis (if applicable) _____	

Student: Select the correct University Bulletin year you were admitted to the program: [   ]

Name: _____	Student ID:	_____
Address: _____	Phone(s):	_____
City _____ State: _____ Zip Code: _____	E-mail:	_____

ALL REQUIREMENTS MUST BE COMPLETED ACCORDING TO PROGRAM GUIDELINES OR WITHIN 7 YEARS FROM THE TERM OF ADMISSION TO YOUR GRADUATE PROGRAM
CONTINUOUS ENROLLMENT IS REQUIRED AFTER ENROLLMENT IN THE CULMINATING EXPERIENCE

Student: Fill out the following information completely (including the semester and year each course was or will be taken).

Course No.	Course Title	Units Required	Units (to be) completed	Semester & Year	Institution (not SFSU) (transfer units only)*	Grade	In Progress Or To Do
One course from Computing Foundations CSC 810 or 825:		3					
One course from Computer Systems CSC 720, 746, 845:		3					
One course from Software Development CSC 848 or 868:		3					
Select 3 electives from CSC 700 - 800 level (excluding 899) paired courses need advisors approval		9					
Upper division/graduate courses on advisement:		6					
Practicum Option: Up to 3 units of CSC 893							
One course from CSC 897 or 899		3					
One of the following Culminating Experience Requirements		3					
CSC 895	Applied Research *and* Oral Project Presentation **OR**						
CSC 898	Master's Thesis *and* Oral Defense of Thesis						
	Total Units	30 - 33					

Note: Upon approval of the ATC, read graduate Academic Policies and Procedures section in the Bulletin regarding conditions for maintaining its validity.

For transfer work, a Request for Graduate Program Transfer Unit Evaluation must be submitted.